

Academic Misconduct Policy and Procedures

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1 Introduction

- 1.2.4 Students must confirm that they have understood the 'Academic Misconduct Statement' (see section 3 below).

2 Definitions of Academic Misconduct

2.1 General Definition

- 2.1.1 Academic misconduct is defined as any attempt by a student to gain an unfair advantage in any assessment. The term academic misconduct includes all forms of cheating, plagiarism, and collusion.

2.2 Specific forms of Misconduct

- 2.2.1 The following is an indicative list of forms of misconduct but ~~is not intended to be considered exhaustive~~ Small size 10pt 00866449
- 2.2.2 Aiding and abetting a student in any form of dishonest practice.
- 2.2.3 Bribery is paying or offering inducements to another person to obtain an advance

- 2.2.6 Computer fraud is the use of the material of another person located on the internet or stored on a hard, portable, or flash drive or other form of data storage, as if it were your own (also see plagiarism).
- 2.2.7 Use of Artificial Intelligence (AI) tools to produce work that is presented as the student's own. The use of AI tools may be legitimate within some assessments, where this is the case, this will be set out in the module specification or assessment brief. The use of AI tools in this instance will be appropriately cited within the student's submitted assessment.
- 2.2.8 Duplication is the inclusion of coursework of any material, which is identical or similar to material, which has already been submitted for any other assessment within the University or elsewhere e.g. submitting the same piece of coursework for two different modules.
- 2.2.9 Failure to obtain formal ethical approval where there is an unambiguous requirement to do so, or to follow professional standards appropriate to the discipline.
- 2.2.10 False declarations in order to receive special consideration by Examination Boards.
- 2.2.11 Falsification of data is the presentation of data in projects, laboratory reports etc. based on work purported to have been carried out by the students which have been invented by the student or altered or copied or obtained by other unfair means.
- 2.2.12 Misconduct in examinations or tests such as:
- taking crib notes or other unauthorised material concealed in any manner into an examination or test;
 - taking into an examination or test an unauthorised electronic devices/storage devices containing pre-coded data;
 - the use of an unauthorised dictionary;
 - the use of unauthorised material stored in the memory of a pre-programmable calculator, watch, organiser, mobile telephone or pager;
 - obtaining or attempting to obtain an advance copy of an 'unseen' written examination or test paper;
 - attempting to persuade another member of the University (staff, student or invigilator) to participate in any way in actions that would breach the College assessment regulations;
 - communicating or trying to communicate in any way with another student during an examination or test;
 - copying or attempting to copy from another student sitting the same examination or test;

Failure to observe these rules may result in an allegation of cheating. You should therefore consult your personal tutor or course director if you are in any doubt about what is permissible. Recourse to the services of 'ghost-writing' agencies or essay mills (for example in the preparation of essays or reports) is strictly forbidden, as is the use of AI tools (see 2.2.7) and students who make use of the services of such agencies render themselves liable for an academic penalty. Professional editorial services, which offer 'correction or improvement of English', should not be used. Students should be aware that work may be submitted to JISC or other available electronic tools for detection.

You are reminded that you may not present substantially the same material in any two pieces of work submitted for assessment, regardless of the form of assessment. For instance, you may not repeat substantially the same material in a formal written examination or in a dissertation if it has already formed part of an essay submitted for assessment. This does not prevent you referring to the same texts; examples or case

4.5.2 Where an allegation is dismissed, there is no need to notify the student as no action is necessary. Other than to report such allegations in accordance with the College's published procedures

the form to confirm they understand the decision and either:

- accept the penalty and meet the terms of their continued study, or
- request a review of the decision which requires a Hearing to be convened by the Chair of the Board of Examiners or a nominated senior academic.

- 4.7.10 Academic misconduct has occurred and an appropriate penalty should be applied
- 4.7.11 The Hearing Panel

4.8.7 The member of staff appointed by the Chief Operating Officer will consider whether the challenge presents valid grounds.

<p>MINOR OR TECHNICAL</p> <ul style="list-style-type: none"> • Poor referencing • Incorrect (or an absence of) attribution for copied work inserted in an assignment • Paraphrasing without adequate attribution 	<ul style="list-style-type: none"> • Issue a written formal warning, that may be considered in the event of any subsequent offences; • Require the candidate to read and sign the Academic Misconduct Statement and study the online good academic practice tutorial available on learn.gold, • Require the candidate to resubmit the work within 3-5 days, appropriately referenced without any additional changes to the substance of the submission. If a student fails to submit the amended coursework by the set deadline, it will be considered as non-completion of the module and a mark of zero will be awarded 	<ul style="list-style-type: none"> • Require the student to resubmit the work within 3-5 days, appropriately referenced without any additional changes to the substance of the submission. If a student fails to submit the amended coursework by the set deadline, it will be considered as non-completion of the module and a mark of zero will be awarded. • Award the minimum pass mark for the module;
<p>Level of offence being considered</p>	<p>First Offence</p>	<p>Repeated Offence</p>

MODERATE

- Ideas or concepts
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Level of offence being considered	First Offence	Repeated Offence
<p>SEVERE</p> <ul style="list-style-type: none"> • Plagiarism extending to substantial proportion of work • Falsifying some data or evidence • Cheating in an examination • Taking notes relevant to the examination in to the examination halls* • Using an electronic device to access data or calculations in an examination*. <p>*Unless use of text, notes or electronic devices is permitted in the examination and recorded within the examination paper rubric</p>		

Level of offence being considered	First Offence	Repeated Offence
<p>VERY SEVERE</p> <ul style="list-style-type: none"> • Commissioning work from someone else • Copying the work of another student • Collusion with other students to produce a piece of work as if it was an individual student's own work • Falsifying the majority of data or evidence • Impersonation of a student in an examination 	<ul style="list-style-type: none"> • Require the candidate to resubmit the work within 3-5 days, appropriately referenced without any additional changes to the substance of the submission. If a student fails to submit the amended coursework by the set deadline, it will be considered as non-completion of the module and a mark of zero will be awarded. • Award a mark of zero for all elements of the module (the retake is penalised); • Award the minimum pass mark for the module; 	<ul style="list-style-type: none"> • Suspension from College (an interruption of one academic year); • Award a mark of zero for the module and instruct the Examination Board to consider the student only for an exit award on the basis of credits already achieved (where the Programme Specification provides for interim awards).

7.2 Postgraduate Taught Penalties

Level of offence being considered	First Offence	Repeated Offence
MINOR OR TECHNICAL		

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Level of offence being considered	First Offence	Repeated Offence
<p>VERY SEVERE</p> <ul style="list-style-type: none"> • Commissioning work from someone else • Copying the work of another student • Collusion with other 		

Level of offence being considered	First Offence	Repeated Offence
<p>MODERATE</p> <ul style="list-style-type: none"> • Ideas or concepts which appear to originate from the student but are in fact the work of others, not fully referenced, cited or otherwise acknowledged as required • Work that is inappropriately paraphrased or directly quoted without speech marks and is not referenced • Identical or closely related work and ideas to another piece of written research work previously submitted by the student • Minor infringement of the examination venue rules (as set out in the conduct of examination rules) 	<ul style="list-style-type: none"> • Suspension from College (an interruption of one academic year); 	<ul style="list-style-type: none"> • Require the student to withdraw (or to initiate termination of studies on their behalf where appropriate) without being awarded a degree or exit award (earned credits, that is credits which have already been ratified by a Board of Examiners, can be recorded).

Level of offence being considered	First Offence	
<p>SEVERE</p> <ul style="list-style-type: none"> • Plagiarism extending to a substantial proportion of the work • Falsifying some data or evidence • Cheating in an examination • Taking notes relevant to the examination in to the examination halls* • Using an electronic device to access data or calculations in an examination*. <p>* Unless use of text, notes or electronic devices is permitted in the examination and recorded within the examination paper rubric</p>	<ul style="list-style-type: none"> • Require the student to withdraw without being awarded a degree or exit award (earned credits, that is credits which have already been ratified by a Board of Examiners, can be recorded). 	